



Constitution of The Australian National University Computer Science Students' Association

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1 Name

1.1 Name of Association

The official name of the Association to which this Constitution applies is “The Australian National University Computer Science Students' Association”.

2 Interpretation

2.1 Definitions

In this Constitution, unless the contrary intention appears:

- **Academic Day** means a 24 hour period during any day or days that do not fall on a weekend or public holiday, and that fall during a teaching period of The Colleges;
- **AGM** means an Annual General Meeting held under Section 7.1;
- **ANUSA** means the Australian National University Students' Association Inc.;
- **associate member** means a member admitted under Section 5.2, or an honorary life member who would not be eligible for full membership under Section 5.1;
- **Association** means the Association named in Section 1.1 above;
- **Committee** means the Committee of the Association as defined by Section 6.1;
- **committee member** means a member of the Committee; **Executive** means the Executive Committee of the Association;
- **full member** means a member admitted under Section 5.1, or an honorary life member who would be eligible for full membership under Section 5.1;
- **general meeting** means an AGM, OGM or SGM;
- **honorary life member** means a member admitted under Section 5.2a;
- **leave** means taking leave from your position including all responsibilities as per defined in the by-laws for an extended period of time;
- **member** means any full, associate or honorary life member of the Association;
- **OGM** means an Ordinary General Meeting held under Section 7.2;
- **PARSA** means the Australian National University Postgraduate and Research Students' Association Inc.;
- **President** means the President as defined in Section 6.1;
- **Secretary** means the Secretary as defined in Section 6.1;
- **simple majority** means the next whole number above half;

- ***super majority*** means the next whole number above two thirds;
- ***SGM*** means a Special General Meeting held under Section 7.3;
- ***student*** means any student of the University who is a member of ANUSA or PARSA;
- ***Treasurer*** means the Treasurer as defined in Section 6.1;
- ***trustees*** has the meaning given by Section 6.1;
- ***University*** means the Australian National University.

2.2 Meaning of other terms

Any term not defined in this Constitution has the same meaning as in the ANUSA Constitution and Regulations, and the Statutes, Rules and Orders of the University, unless the contrary intention appears.

2.3 Silence in the Constitution

In the event that the constitution is silent in a matter arising, the matter must be referred to the committee, where the matter may be resolved.

A matter may be referred to Clubs Council by a resolution passed at a general meeting by a super- majority of full members present and voting (including via proxy), or by a resolution passed at a committee meeting by a supermajority of committee members. The decision of Clubs Council is binding and final.

3 Aims and Objectives

3.1 Aims and objectives of the Association

The aims and objectives of the Association are to:

- (a) encourage a vibrant student community within the Research School of Computer Science;
- (b) provide social and academic opportunities for students of computer science, software engineering, information technology and related fields;
- (c) inform members of news, events, competitions, research, financial opportunities, University activities, or anything that may benefit members personally, academically or professionally.

4 Affiliation

4.1 Affiliation with ANUSA and PARSA

The Association is affiliated to the ANUSA Clubs Council and PARSA. The Association must fulfil its obligations under the ANUSA Grants and Affiliations Regulations, and anything in the Constitution which is inconsistent with the ANUSA Grants and Affiliations Regulations is

null and void to the extent of the inconsistency. The CSSA must fulfil its obligations under ANUSA's Grants and Affiliation Regulations.

4.2 Use of assets and income (non-profit clause)

The assets and income of the Association shall be used only for the promotion of the Association's objectives and no portion may be paid or transferred directly or indirectly to members except as:

- (a) bona fide remuneration for services rendered by the members to the Association;
- (b) repayment of expenses incurred on behalf of the Association;
- (c) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Association's bankers for money lent to the Association;
- (d) bona fide rent for premises let to the Association.

4.3 Dissolution

The Association may be dissolved by a resolution of the current membership carried by a super majority of full members present and voting (including via proxy) at a general meeting, or when it ceases to operate due to no members being elected to the Committee, or when it ceases to function through natural attrition. In the event of the Association being dissolved, any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to ANUSA.

5 Membership

5.1 Full membership

Full membership of the Association is open to all ordinary members of ANUSA and PARSA who have paid the full membership fee.

5.2 Associate membership

Associate membership of the Association is open to all other persons, subject to approval by the Committee, who have paid the associate membership fee. Associate members are ineligible to vote at any general meeting (except when voting for a Committee member in accordance with the Committee By-Laws that permits associate members to vote), may be charged a higher membership fee and may be charged a higher fee to attend Association events, but otherwise have the same rights as full members.

5.2a Honorary life membership

- (1) Honorary life membership may be conferred upon a person by a resolution carried by a super majority of full members present and voting (including via proxy) at a general meeting.

- (2) Honorary life membership shall be conferred in recognition of outstanding service to the Association. Honorary life members shall be considered trusted advisors to the Association, and the Committee may seek the advice of honorary life members as required.
- (3) Honorary life members shall not be charged a membership fee.

5.3 Suspension or withdrawal of membership

Membership may be suspended or withdrawn by a resolution carried by a super majority of full members present and voting (including via proxy) at a general meeting. Any such decision may be appealed to the Clubs Council, whose decision is final.

5.4 Membership roll

A roll recording the name, membership number, student number (if applicable), email address and signature of all members is to be maintained and kept up to date by the Secretary.

5.5 Duration of membership

A person becomes a member immediately upon signing the membership roll and paying the requisite membership fee, and, unless the person is a committee member or honorary life member, ceases to be a member at the end of the year.

5.6 Membership fees

The Committee shall have the power to determine membership fees, but the fee may not exceed \$20 per membership period. The Committee may, at its discretion, exempt a person from paying the membership fee, or permit a person to pay a reduced membership fee.

6 The Committee

6.1 Constitution of the Committee

The Committee consists of the Association Executive Members, the members holding positions under the Committee By-Laws, and any members appointed or co-opted under Sections 6.10 or 6.11.

6.2 The Executive

The Association's Executive consists of 4 members, all trustees of the association, who are the President, the Vice President, the Treasurer and the Secretary.

Individual members of the Executive are bound by a resolution of a quorate Executive meeting to the extent that the resolution directly relates to their activities as a member of the Executive of the Association .

6.3 Duties of committee members

The duties of committee members shall be as set out in the Committee By-Laws, in addition to the duties of the trustees set down by the ANUSA Grants and Affiliations Regulations.

6.4 Committee By-Laws

The Association may, by resolution at a general meeting, approve or amend the Committee By-Laws which create or abolish additional positions on the Committee, prescribe the method of electing members to the Committee (including the method of voting and the persons eligible to nominate and vote for the positions), and determine the duties of each position.

6.5 Qualification for membership

All committee members must be members of the Association, and a super majority of committee members must be full members.

6.6 Term of office

Unless otherwise determined by a general meeting, or otherwise provided for by the Committee By-Laws, committee members shall hold office from two weeks after their election, until two weeks after the election of their successors. Committee members who were appointed or co-opted under Sections 6.10 or 6.11 shall be considered to have been elected at the previous AGM, and their terms expire accordingly.

6.7 Election of the Committee

Unless otherwise prescribed by the Committee By-Laws, committee members are to be elected in accordance with the provisions of Schedule 1.

6.8 Holding of Committee meetings

The Committee shall hold meetings at least once during each teaching period of the academic year, when and where the Committee sees fit. The Committee may determine the methods and rules by which its meetings are to be conducted, including the conduct of a meeting by electronic means.

6.9 Quorum of Committee meetings

The quorum for a Committee meeting is the next whole number above half the number of committee members.

6.10 Co-optation

The Committee has the power to co-opt members as it sees fit.

6.11 Filling of vacancies

Any vacancies in the Committee that occur between elections shall be filled in accordance with the provisions of Schedule 1. The Committee may also assign the powers and responsibilities relating to a vacant position to other committee members.

6.12 Failure to attend meetings

If a committee member fails to attend three consecutive meetings of the Committee without reasonable excuse and without the leave of the Committee, the Committee may declare their position vacant.

6.13 Removal of Committee member

The Association may remove a committee member from their position through a resolution carried by a super majority of full members present and voting (including via proxy) at a general meeting, and fill the resulting vacancy in such manner as it sees fit.

6.14 General powers of the Committee

The Committee has the power to do all things it believes to be in the best interests of the Association. The Committee may establish subcommittees under whatever terms it sees fit, and may delegate its powers.

6.15 Circulating resolutions

The Committee may pass a resolution without holding a meeting if a copy of the proposed resolution is circulated to all committee members, and the resolution is approved by an super majority of the committee members, in accordance with the procedures of the Committee. The Committee may determine that the approval of a higher number of members is necessary to pass a resolution under this section, in which case the resolution is passed upon receiving approval from that number of members.

6.16 Committee members bound by resolutions

Individual committee members are bound by all resolutions of the Committee to the extent that the resolutions directly relate to their activities as a committee member.

6.17 Committee actions subject to general meetings and regulations

In exercising any of its powers under this Constitution, the Committee is subject to this Constitution, any resolutions of a general meeting, and the ANUSA Grants and Affiliations Regulations.

7 General Meetings

7.1 Annual General Meetings

An Annual General Meeting of the Association shall be convened by the Committee at least once each year, not more than 14 months after the previous AGM, at which the Committee shall present an Annual Report, statements of income and expenditure, and a current balance sheet, elections for committee members shall be conducted, and any other business may be dealt with.

7.2 Ordinary General Meetings

An Ordinary General Meeting of the Association may be convened at the discretion of the Committee, but no more than once during each teaching period of the academic year.

7.3 Special General Meetings

A Special General Meeting of the Association must be convened by the Committee within 14 days (excluding days outside of a teaching period) upon being presented with a petition signed by 10 members of the Association setting out the purpose for which such a meeting is requested.

7.4 Notice of general meeting

The Committee shall give 14 days notice of a general meeting to all members via email.

7.5 Quorum of general meeting

The quorum for a general meeting is 10 members.

7.6 Voting at general meeting

Unless otherwise provided for in this Constitution, decisions of a general meeting are by a simple majority of full members present and voting (including via proxy).

7.7 Chair of general meeting

The Secretary must, where possible, chair, or appoint another member to chair, a general meeting. Where this is not done, those full members present must elect a member to chair. The Chair has a deliberative and casting vote when required.

7.8 Conduct of general meeting

Unless otherwise determined by the Association, the Chair is to conduct the general meeting in accordance with the ANUSA Standing Orders Regulations. A breach of the Regulations that is minor or technical in nature does not invalidate any actions of the general meeting.

7.9 Only full members permitted to vote

Only full members shall be permitted to vote, except when voting for a Committee member in accordance with the Committee By-Laws that permits associate members to vote. The Chair shall take all reasonable measures to ensure that only full members cast votes.

7.10 General meetings to be held in teaching period

All general meetings shall be held during a teaching period.

7.11 Proxy voting

A full member may vote by proxy at any general meeting, including voting at an election, provided that the member has lodged a proxy voting form with the Secretary or other officer designated by the Committee, before or during the meeting, in accordance with the form prescribed by the Committee. The member's proxy shall follow any voting instructions given by the member on their proxy voting form. A person appointed as a proxy must be a full member and can hold up to 2 proxy votes.

7.12 Committee members bound by resolutions

Individual committee members are bound by all resolutions of a general meeting to the extent that the resolutions directly relate to their activities as a committee member.

8 Interpretation and Amendment

8.1 Disputes over constitutional interpretation

If a dispute arises as to the interpretation of this Constitution, or a dispute arises for which there is no provision made in this Constitution, the matter must be referred to the Committee. A matter may be referred to Clubs Council by a resolution passed at a general meeting by a supermajority of full members present and voting (including via proxy), or by a resolution passed at a committee meeting by a supermajority of committee members. The decision of Clubs Council is binding and final.

8.2 Amendment of Constitution

This Constitution may be amended by a resolution carried by a super majority of full members present and voting (including via proxy) at a general meeting. The Secretary may alter the constitution provided the text or meaning is not modified, for example to fix formatting.

8.3 Notice of amendments

Any proposed amendments to this Constitution shall be sent to the Committee at least 7 days prior to the general meeting at which it is to be considered.

The Committee shall send notice of all proposed amendments to all members, via email, at least 3 days prior to the general meeting.

An amendment must not be considered at a general meeting if it has not been submitted and notified in accordance with this section. However, an amendment that has been submitted and notified in accordance with this section may be further amended by a general meeting if the further amendment is minor or technical in nature and does not substantially change the proposed amendment.

8.4 Referendums

The Association may, by resolution at a general meeting, require a referendum on any proposed amendment, to be conducted in accordance with the resolution.

8.5 Rectification of amendments

Amendments to this Constitution are subject to rectification by the Clubs Council.

Schedule 1 Electoral Regulations

S1.1 Application of the *Electoral Act 1992* (ACT)

In this Schedule, *the Act* means the *Electoral Act 1992* (ACT) as in force on 8 August 2013. Any reference to any electoral officer in the Act shall be a reference to the Returning Officer appointed under section S1.2.

S1.2 Returning Officer

- (1) For each election, the Committee shall appoint a Returning Officer who will not be a candidate at the election.
- (2) In the event that the Returning Officer is unable to perform their duties in the period before the AGM, the Committee shall appoint a new Returning Officer.
- (3) In the event that the Returning Officer is unable to perform their duties at the AGM, or a motion to remove the Returning Officer is carried at the AGM, the meeting shall appoint a new Returning Officer from members present.

S1.3 Nominations

- (1) Nominations shall be made in the form prescribed by the Committee or the Returning Officer. Candidates shall nominate themselves, and no seconder is required.
- (2) The Returning Officer shall open nominations at least 7 days prior to the AGM, and shall set a time for close of nominations no earlier than 3 days after opening nominations. Written notice of the opening and closing times for nominations shall be provided to all members via email.
- (3) The Returning Officer shall reject any nominations which appear to be false, ineligible for the positions nominated for, or lodged after the close of nominations (unless in exceptional circumstances). The Returning Officer shall reject any incomplete nominations, but may assist the candidate to complete their nomination correctly and accept the completed nomination after the close of nominations.
- (4) A candidate may withdraw their nomination at any time up to and including the AGM.
- (5) If a candidate nominates for multiple positions being decided at the same election, they shall list their order of preference for their preferred position in the event they win more than one of the positions.
- (6) In the event that there are insufficient nominations for a position or set of positions by the close of nominations, the Returning Officer shall, if practicable, either extend the close of nominations or call for nominations at the AGM immediately before the election. If it is impracticable to do this, the AGM may appoint members to the positions after the election.

S1.4 Conduct of election

- (1) The election shall be conducted by the Returning Officer with such assistance as they deem necessary.
- (2) The taking of votes shall be conducted by secret ballot and may be conducted either on paper, or using a program approved by the Returning Officer.
- (3) The counting of votes may be conducted either by hand, or using a program approved by the Returning Officer.

S1.5 Eligibility to vote

The Returning Officer shall ensure to the best of their ability that only members eligible to vote cast a vote.

S1.6 Casting and counting of votes

- (1) Votes shall be cast in accordance with section 132 of the Act and counted in accordance with Schedule 4 to the Act as if they were votes for an election to the Legislative Assembly for the Australian Capital Territory.
- (2) In the event that the results of the count show that a candidate is elected to more than one position, they shall be elected to whichever of those positions is ranked highest on their list of preferences given under section S1.3(4), and the votes for any lower-ranked positions shall be recounted with the candidate excluded. This process shall be repeated if necessary until no candidates are elected to more than one position.

S1.7 Results of election

The Returning Officer shall release the names of the members elected as soon as possible after the counting of votes.

S1.8 Disputes

Any disputes regarding the results of the election may be dealt with at a general meeting. In the event of violations of these regulations or other misconduct or unfair behaviour that may have affected the result of an election, a general meeting may, by resolution carried by a super majority of full members present and voting (including via proxy), declare the results of the election to be void, and a new election shall be held in accordance with the resolution.

S1.9 Casual vacancies

- (1) In the event of a casual vacancy arising on the Committee, the Committee may:
 - appoint a member to fill the vacancy
 - conduct a recount of the previous AGM's ballot papers
 - conduct a by-election

- (2) A member may only fill a casual vacancy if they continue to be eligible to be elected to the position for which the vacancy has arisen.
- (3) A recount of the previous AGM's ballot papers shall be conducted in accordance with Part 4.3 of Schedule 4 to the Act. The Secretary shall ask the unsuccessful candidates from the previous AGM's election for the relevant position whether they wish to be a continuing candidate for the recount, and shall conduct the recount as the Committee directs.
- (4) If a by-election is conducted at a general meeting, these regulations apply to the general meeting as if it were an AGM. If a by-election is not conducted at a general meeting, it shall be conducted as the committee directs, and may be conducted via an online, electronic or paper ballot system as directed by the committee.